

**COMMITTEE MEMBERS PRESENT:** J. Garski, G. Feest, J. Hewitt

**COMMITTEE MEMBERS ABSENT:** None

**VILLAGE BOARD MEMBERS PRESENT:** S. Havn, K. Otowska

**VILLAGE STAFF:** K. Magyar, T. Zarzecki, M. Benish, S. Kohlhagen

**OTHERS:** Dr. Victoria McGrath

**1. Call to Order**

The meeting was called to order, at 9:00 a.m., by **J. Garski**.

**2. Public Comment – None**

- 3. Approval of September 15, 2016 Meeting Minutes** – Motion by Hewitt to approve the September 15, 2016 Finance/Legal/License Meeting Minutes. Motion seconded by Feest. Motion carried (3-0).

- 4. Review of 2015 McGrath Classification and Compensation Study** – Dr. Victoria McGrath presented the Compensation Study again to the Finance Legal License Committee as she did in the January 16, 2015 Finance Legal License Committee Meeting. (The Compensation Study was approved by the Finance/Legal/License Committee on January 16, 2015). After a lengthy presentation, questions and discussion there was no action was taken

- 5. Department Head Definitions** – Motion by Feest to approve the revision made to the Department Head List in Section 2-4 (b) as presented and move to the Village Board. Motion seconded by Hewitt. Clerk Kohlhagen asked if the Committee would like to change the wording for IT Coordinator to IT Manager. The maker of the motion amended his motion to allow for the change to IT Manager to be made along with the job description at the board level. The second agreed as long as the change is also made in the Personnel Manual Section 9. Motion carried (3-0)

- 6. Community Development/Planning Coordinator Departure** – T. Zarzecki asked for direction as far as a replacement and a timeline. Chair Garski stated that he would like to see a job posting done as soon as possible. T. Zarzecki stated that the transitions team that is in place for the departure of L. Martin is progressing very nicely

- 7. Temporary Snow Plow Driver** – Motion by Hewitt to approve the hiring of a qualified short term temporary DPW worker and to be financially approved by the Finance/Legal/License Committee. Motion seconded by Feest. Motion carried (3-0)

- 8. To convene into closed session per WI §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically:**

- a. 2016 Non-union salary/wage adjustments and/or promotions.
- b. 2017 Non-union salaries/wages.

Motion by **Feest** to convene into closed session. Motion seconded by Hewitt. Motion carried (3-0).

- 9. Reconvene into open session to consider any motions on any of the matters discussed under the closed session listed above** – Motion by Feest to reconvene into open session. Motion seconded by Hewitt. Motion carried (3-0) Report out is that the Personnel Committee recommends leaving the Non-Union salaries/wages at 2% as

budgeted and we are working on the Non-Union salary/wage adjustments for a future date

9. **Adjourn** – Motion at 12:30 by Feest and seconded by Hewitt to Adjourn. Motion passed unanimously (3-0)

Approved